



Model United Nations of the Russian Far East

CODE OF CONDUCT

MODEL UNITED NATIONS OF THE RUSSIAN FAR EAST CODE OF CONDUCT

I. PREAMBULE

This Code of Conduct (CC) has been formulated to provide MUNRFE's expectations of *its Members* in respect of their activities and decorum within the Organisation or in the name of it, *its Leadership and Management* in respect of their responsibilities and functional implementation, *its Clubs* in respect of interclub cooperation and communication, *the Organisation itself* in respect of its morals, self-actualisation, and social recognition, and hereby to foster MUNRFE corporate culture.

MUNRFE presents to its Members opportunities for interaction, knowledge and experience transition, sharing of views, for self-development and self-realization. MUNRFE emphasises the priority of corporative interests, recognises and values the private interests of its Members.

MUNRFE reaffirms its commitment to:

- the principles, goals, and values written in the MUNRFE Charter;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships among the MUNRFE Members
- high standards of ethical behaviour.

All Members of the Organisation are required to be aware of and act consistently with these values, and to comply with the requirements set down in this Code of Conduct.

II. DEFINITIONS

MUNRFE is a non-profit-making partnership "Model United Nations of the Russian Far East", non-governmental organization comprised of official clubs.

MUNRFE Club - an entity that possesses voting rights at President Councils, except for Managing Director.

Managing Director (MD) is head of the organization.

Members of MUNRFE are the members of the MUNRFE Clubs, Managing Director's Team.

Member of MUNRFE Club – person who is admitted by MUNRFE Club Leadership as a member of the Club, considers himself/herself to be a member of the Club, regularly attends meetings of his/her Club and/or participates in Club's/Organization's activities and regularly pays member's fee.

MUNRFE Project – any project that is launched by MD Team or MUNRFE Club.

MUNRFE Leadership is Managing Director and his/her Team.

MUNRFE Management are the members of the President Council.

MUNRFE Club Leadership is the President of the MUNRFE Club and his/her Vice-President(s).

MUNRFE Club Management are the members of the Cabinet.

Conference delegate is a person credentialed by the Secretariat to participate in the Conference session within the particular Committee, representing the assigned State/delegation,

III. PURPOSE OF CODE OF CONDUCT

Purpose of the CC: The purpose and intent of this Code of Conduct is to establish guidelines for ethical and interpersonal standards of conduct for Members of MUNRFE in the performance of their activity and the duties of elected office and to provide a process for resolving complaints about inappropriate conduct that might arise.

IV. MUNRFE CORE VALUES AND BASIC PRINCIPLES

VALUES

Leadership
Civil Society Building
Debates
Knowledge
English
Professionalism
Teamwork
Accountability

PRINCIPLES

1) show *Integrity*:

- respect MUNRFE values in their daily activities and behaviours,
- stand by decisions that are in the Organization's interest,
- take prompt action in cases of unprofessional or unethical behavior,

2) practice *Leadership*:

- lead the Organization to the highest recognition and prosperity,
- make decisions keeping an eye on the impact they give to others and to the Organization,
- inspire others to transform vision into achievements,
- be proactive in developing strategies to accomplishing objectives,
- anticipate and resolve conflicts by pursuing mutually agreeable solutions,
- strive for growing the next generation of leaders,

3) sustain *Professionalism*:

- demonstrate professional competence and mastery in subject matter,
- be motivated by professional rather than personal interests,
- show persistence, and courage when facing challenges,
- remain calm and confident in stressful situations,
- use MUNRFE Offices in a proper way for Organization's needs,

4) promote *Accountability*:

- take ownership of all responsibilities and honored commitments,
- support other Members, provide oversight and take responsibility for delegated assignments,

- takes personal responsibility for his/her own shortcomings, where applicable,
 - be always in time,
 - follow the deadlines and requirements prescribed by the Organization,
- 5) prioritize *Teamwork*:
- work in cooperation with Clubmates and Members of other Clubs to achieve organizational goals,
 - genuinely value others' ideas and expertise, be willing to learn from others,
 - place team targets higher than personal ones,
 - act in accordance with group decisions,
 - share credit for team accomplishments and accept joint responsibility,
- 6) build and support *Trust*:
- provide friendly and cosy environment for work,
 - manage in a deliberate and accountable way,
 - promote openness and transparency,
 - give appreciation to others,
 - keep confidential information appropriately,
 - gather relevant information for appropriate decision-making,
 - check assumptions against facts,
- 7) respect *Diversity*:
- respect different backgrounds of people you work with,
 - treat everyone with dignity and respect,
 - show respect for and understanding of diverse points of view and apply this principle in daily work and decision-making,
 - do not accept discrimination based on any ground,
- 8) maintain *Communication*:
- express your thoughts clearly and transparently,
 - listen to others, correctly interpret messages and respond consistently,
 - use professional language, tone, style and format to match the audience,
 - share information and keep MUNRFE Members updated on the exclusive information,
 - respect MUNRFE Google-group correspondence and be aware of what is going on in the Organization,
- 9) express *Commitment to Continuous Learning*:
- keep abreast with new developments in the spheres of MUNRFE activities,
 - seek to develop himself/herself as Member of MUNRFE and as person,
 - contribute to learning and development processes of their Clubmates,
 - demonstrate willingness to learn from older generation,
- 10) have comprehensive *Vision* of their role in MUNRFE:
- identify strategic issues, opportunities and risks,

- generate a broad and long-term direction for Organization, inspiring others to follow the same direction,
 - convey enthusiasm about future opportunities,
- 11) be responsible for *Planning and Organizing*:
- develop long-term goals and short-term targets that are consistent with mission of MUNRFE,
 - dedicate an appropriate amount of time and resources for accomplishing of any project ,
 - foresee threats and opportunities in project making,
 - monitor and adjust plans and actions as necessary,
 - use time and resources of the Organization effectively,
- 12) promote *Creativity*:
- seek for new approaches in conducting projects,
 - combine innovations with traditions,
 - take initiative to realize new unexplored ideas and ways of their implementation,
 - be not bounded by assumptions, superstitions, popular opinions and biases.

V. GUIDELINES FOR MEMBERS' DECORUM

Conferences

- 1) All delegates are expected to comply with the present Code of Conduct to ensure a civil and respectful working environment throughout the conference similar to that of the diplomatic corps at the United Nations,
- 2) Delegates must treat other delegates and members of the Secretariat with the highest level of courtesy and respect. For the purpose of decorum all delegates are encouraged to notify members of the Secretariat if a dispute arises at any time during the Conference,
- 3) Discrimination based on gender, color, nationality, age, religion or disabilities is prohibited in the activities of the MUNRFE Conferences, as long as respecting diversity is a core principle of MUNRFE,
- 4) The delegates must be professional in their speech, action and appearance during the conference and display respect for the opinions and ideas of fellow delegates,
- 5) During the MUNRFE Conference Sessions, delegates must wear professional attire adhering to guidelines that portray professionalism and modesty. Standard delegate attire for the conference is business dress: jacket, trousers (or skirts for women), dress shirt (with tie for men) and dress shoes. Dress sweaters, shorts, ball caps, jeans, sneakers and sunglasses along with clothes that expose excessive bare skin or are otherwise revealing are inappropriate,
- 6) Conference delegates are required to wear identification badges at all times to be credible to particular conference meetings and activities,
- 7) Delegates must respect the property of the conference venue and hotel they live in. Delegates take full responsibility over any damage to Conference venue or hotel property that may result from their actions,
- 8) Delegates should be acquainted with the Rules of Procedure and follow their guidance throughout the Conference. In case any questions about the Rules of Procedure arise, delegates should refer directly to the Secretariat Officers,

- 9) All delegates must arrive at their assigned Conference rooms at least 10 minutes prior to the start of their meetings, in order to ensure their accountability and the overall effectiveness of the Committee,
- 10) Delegates must be present during all official MUNRFE Conference Sessions. Delegates should schedule their leisure activities during their free time,
- 11) During plenary and committee meetings, delegates are expected, at all times, to remain in character and represent the interests and policies of the countries to which they are assigned,
- 12) Consumption of alcoholic beverages and illegal drugs are strictly prohibited both in the Conference venue and in the hotel,
- 13) Delegates are prohibited to be present at the Session in the state of alcoholic/drug inebriation of any level,
- 14) Smoking and/or the use of any tobacco products in the Conference and hotel rooms and during conference meetings is strictly prohibited, except for specialized places,
- 15) After each committee session, each delegate is to clean his/her own area before leaving the room,
- 16) Delegates are not allowed to use cellphones in the conference rooms,
- 17) The organizers of the MUNRFE Conference are not responsible for delegates' personal belongings. Delegates are highly recommended to watch their belongings.

Projects

- 1) Members are supposed to take an active part in various MUNRFE projects and contribute to the success of the projects,
- 2) Members must responsibly accomplish the tasks and comply with obligations taken in frames of any MUNRFE project,
- 3) While participating in MUNRFE projects members must be professional in their behavior, follow required dress code and adhere to the rules stated for the activities of the project,
- 4) Project leaders are responsible for all the stages of implementation of the project, its outcomes and reputation of the Organization,
- 5) Members should treat the work of each other respectfully, provide their help and share any ideas regarding possible improvement of projects' implementation instead of criticizing them and/or gossiping about drawbacks,
- 6) All members share a serious responsibility for the MUNRFE's good public relations and reputation while conducting or participating in any project,
- 7) When dealing with anyone outside the MUNRFE, including public officials, members must take care not to endanger the integrity or damage the reputation of either the Organization, or any outside individual, business, or government body,
- 8) When member's position requires spending MUNRFE funds or incurring any reimbursable personal expenses, that individual must use good rationale and report for every expenditure with official bill or any other payment cash document, requested by the project/club leadership,

Club-meetings

- 1) The Club members are expected be present during all club-meetings. The presence of all Club-members at all meetings is essential for ensuring productive work during meeting of the Club and a successful outcome,

- 2) During club-meetings, Members should wear professional attire and be professional in their speech, actions and appearance during the meeting and display respect for the opinions and ideas of other club members.

Mass-media

- 1) While representing MUNRFE by means of Mass-media, during conferences and high-level meetings, Club-Members should avoid the situations when their honesty and integrity may be questioned, and not in any case damage the image of organization,
- 2) All Project Leaders are responsible for creation of press-releases right after the end of the project, which are to be published on MUNRFE's website and to be spread throughout the mass-media for the purpose of MUNRFE and particular project promotion.

VI. VIOLATIONS AND NON-COMPLIANCE WITH PROVISIONS OF CODE OF CONDUCT

In case of serious or systematic violations of the present provisions by any Member of MUNRFE within a particular project or everyday activities of the Organization, any MUNRFE Member or participant of MUNRFE project may claim to the project leader or Club/MUNRFE Leadership to apply certain measures concerning the person/people accused in the fact of violation.

Project leader or Club/MUNRFE Leadership are to investigate the situation and, taking into account the opinions of all sides of the incident, make the final decision concerning the fact of violation, and apply certain measures on guilty person/people.